



Change of Address Form

Dear MassHealth Provider:

Please use this form to notify MassHealth of any updated addresses. Any change in your legal entity address or check mailing address must be accompanied by an updated Request for Taxpayer Identification Number and Certification (Massachusetts Substitute W-9 Form). If you have a federal employer identification number (FEIN), you must also attach a copy of your notice of new employer identification number assigned by the U.S. Department of the Treasury, Internal Revenue Service. MassHealth cannot process changes to legal entity addresses or check mailing addresses that are not accompanied by a corresponding Massachusetts Substitute W-9 Form with an original signature.

MassHealth Provider Number: _____

NPI, if available: _____

Legal Entity Address		Effective Date
City	State	Zip

"Doing Business As" Address (P.O. boxes are not acceptable.)		Effective Date
City	State	Zip

Check Mailing Address (Same as Remit Address on W-9)		Effective Date
City	State	Zip

Information Mailing Address (for bulletins and transmittal letters)		Effective Date
City	State	Zip

E-mail Address	Choose how you want to receive bulletins and transmittal letters <input type="checkbox"/> E-mail (fastest) <input type="checkbox"/> Postcard (up to 10 days later than e-mail) <input type="checkbox"/> Paper copy (up to 10 days later than e-mail)	
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Telephone Number ()	Alternate or Billing Telephone Number ()
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Authorized Signature (must be handwritten): _____ Date: _____

Return the completed form to the following address or fax number. Note: Changes to the legal entity address or check mailing address by fax are not acceptable, because they must include a Massachusetts Substitute W-9 Form with an original signature.

MassHealth
ATTN: Provider Enrollment and Credentialing
P.O. Box 9118
Hingham, MA 02043
Fax: 617-988-8974

If you have any questions about this information, call MassHealth Customer Service at 1-800-841-2900.

Please Note: If any of the addresses above are left blank, the address will default to the one currently on file.